



Immanuel, Olivette

Teacher

Responsibilities : Reports to and under the general direction of the principal. Accountable for proper planning, organization, direction, and control of classroom operations consistent with school objectives, goals, policies, and procedures. Participates in the selection of curriculum materials. Creates a classroom environment conducive to learning. Maintains student records and reports. Sets a student-focused goal annually that improves student learning. Shares responsibilities of extra-curricular activities (i.e. Red Ribbon Week, National Lutheran Schools Week, musical, etc.)

Contact with Others: Establishes good rapport with parents in meeting the needs of the students. Tactful, diplomatic, and caring relationships with parents, fellow staff members, and those in supervisory positions.

Supervisory Responsibilities: Directly supervises student training, performance evaluation, and disciplinary actions. Directly supervises students during lunch and recess duty. Keeps students under direct supervision while the students are working on computers. Supervises student teachers and/or classroom aides and volunteers within area of accountability. May share after school child care (latchkey) responsibilities with other faculty members.

Decision Making: Makes decisions necessary for the attainment of prescribed results of the proper application of established teaching methods and procedures. Makes decisions in keeping with policy regarding student discipline and informs the principal of significant discipline concerns.

Personal Characteristics: Uses the dynamics of God's forgiveness in inter- personal relationships. Cooperates with administration respectfully. Keeps confidences, projects joy and excitement. Treats teaching as a ministry, not a job. Is active in the life of the congregation. Strives to improve teaching by continuing education and professional growth planning.

Qualifications: Bachelor's Degree in education from a certified college. Member of Immanuel Lutheran Church. Possesses a living Christian faith. Certified or is able to meet standards for certification of the State of Missouri and/or the Lutheran Church Missouri Synod. Is synodically trained or is willing to complete colloquy certification. Contract or temporary short term teachers may not be subject to these qualifications.

Continued Education and Growth: See Continuing Education/Professional growth in Employment Section, Number 1.6.